

# 279TH BASE SUPPORT BATTALION

## COMMANDER'S POLICY


<b>POLICY NUMBER:</b> 01-45	<b>DATE:</b> AUG 5 2003
<b>SUBJECT:</b> Family Quarters Clearance	
<b>PROPONENT:</b> DPW (469-7655)	<b>DISTRIBUTION:</b> A, B & C

**PURPOSE:** Establish procedures for cleaning and clearing government-controlled family quarters upon non-PCS moves.

**SCOPE:** Applies to all residents of government-controlled quarters in the Bamberg German/American Military Community.

### POLICY:

1. Families moving from government-controlled quarters upon a non-PCS move at their convenience are not entitled to the contractual cleaning at government expense.
2. Soldiers are allowed three days to clean and clear old quarters from the out-check date.
3. When vacated quarters do not pass the initial out-check or if the soldier fails to meet the out-check, they are charged for the rental loss (daily BAQ and OHA), if applicable, until the quarters are properly cleared.
4. After the first failure, the soldier gets another three days to clear. Should the second out-check fail, a cleaning contractor is hired to perform the necessary work and the cost is charged to the outgoing occupant in addition to the rental fees due for the time quarters cannot be reoccupied. Rental loss days start to count on the day of first failure and will include the time added to schedule and order contractor through to completion of cleaning. If a change of lock to the apartment becomes necessary because of the failure to clear properly, the charges are added to the soldier's bill.
5. After all costs involved are assessed, the soldier's unit and battalion commander are notified in writing of the facts surrounding the charges and of amounts due with the requirement to have the soldier make payments either via cash collection voucher or statement of charges. Final clearance from this installation is denied until all charges are satisfied.
6. "Maximum Support - It Shall Be Done!"

  
DANIEL L. THOMAS  
LTC, MI  
Commanding